






Method of Payment – Report Instructions



Use this report to identify the method of payment for employees within an organization or specific employees.

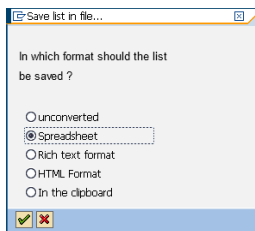
1. From the main screen, type transaction code: **ZPYR028**.
2. Click the **Enter** button  or press **Enter** to continue.
3. Click the Org Structure button  **OrgStructure** to drill down to an org unit. (or you can skip this field and instead enter a PERNR to report on an individual rather than a group)
4. *Period* – Select the period you wish to report on from the drop down menu.
5. *Selection Criteria* – Report is set to run for active Executive branch employees. Make changes if necessary. Or enter PERNR here if you do not wish to run it for an org unit as described in Step 3.
6. *Method of Payment* – Choose the method (EFT, Check, All) you wish to report on.
7. *Layout Selection* – From the selection screen pick “/AGENCCTMP”.
8. Click the **Execute** button  or press **F8** to execute.
9. The report displays.

10. Click the **Print** button .

OR

Export to Excel

- From the menu bar choose:
List → Export → Local File



- Choose **Spreadsheet**.
- Choose the file location and type the file name.
- Click **Generate**.

Click the **Back** button .

Method of Payment Report												
Program: ZPYR028_METHOD_OF_PAYMENT						Variant: (None)						
Run Date/Time: 07/17/2013 @ 01:51:28 PM						System: ECP-400						
Reporting Period: 07/17/2013 - 07/17/2013												
No. Records: 93												
EE group	Cost Center	Pers.No.	Last name	First name	Middle name	DD Exempt	Pmt method	Only ESS	Street and House No.	2nd Address Line	City	Re. P.Code/City
A						NO	P	NO				
A						NO	P	NO				
A						NO	P	NO				
A						NO	P	NO				

Report Key	
<i>Payment Method</i>	P= EFT C= Check
<i>DD Exempt</i>	Identifies individual employees who have been exempted from the <u>Mandatory Direct Deposit and Electronic Salary Statement Policy for New Employees</u> (effective 1/1/13).
<i>Only ESS</i>	Yes= Employee does not receive printed paper check stub. No= Employee received printed paper check stub.

NOTE: This report is what is used by the Personnel Cabinet to monitor for compliance with the Mandatory Direct Deposit and Electronic Salary Statement Policy for New Employees (effective 1/1/13) therefore it contains additional fields, such as the employee's home address, that may not be necessary for agency use.